DANVILLE UTILITIES Home$ave
Residential Energy Efficiency Program

HVAC Tune-up Worksheet

INSTRUCTIONS

1) HVAC tune-ups must be performed in accordance with the requirements specified within this document and the Danville *Home$ave* Program Manual.
2) HVAC contractors/technicians are required to complete all sections of this form as applicable. Incomplete worksheets will not be eligible for rebates.
3) This form must be signed by the service technician who performed the system measurements and verified all data.
4) A completed copy of this form, a completed Program Application and all required supplemental documentation must be mailed to 749 Piney Forest Road, #233, Danville, VA 24540, faxed to 801.266.4786 or emailed to homesave@ci.danville.va.us for rebate processing. Please contact 1-888-599-0450 for additional information.
5) HVAC tune-ups are intended to reduce energy consumption through improved efficiency. All deficiencies of the HVAC equipment must be repaired or replaced in order to qualify for rebate.

CONTRACTOR/TECHNICIAN INFORMATION		CUSTOMER INFORMATION	
HVAC Contractor Name		**Customer Name**	
Technician Name (printed)		**Danville Utilities Account #**	
Date of Tune-up		**Customer Phone #**	( )
Service Address		**Number of units tuned-up**	

STEP 1- ENTER INFORMATION OUTDOOR CONDENSING UNIT (SPLIT SYSTEMS) OR PACKAGE UNIT

Unit No.	Make (Brand)	Model Number	Unit Location or Description and Area Served	Age (yrs)	Cooling Capacity (Tons)	Heat Pump Heating Capacity (BTUh)
1						
2						

STEP 2- ENTER INFORMATION ON INDOOR AIR HANDLER FOR AIR CONDITIONING OR HEAT PUMP

Unit No.	Make (Brand)	Model Number	Air Conditioner or Heat Pump Location	Cooling Capacity (Tons)
1				
2				

STEP 3- CONTROLS

Unit No.	Cooling Set Point (°F)	Heating Set Point (°F)	Measured Control Volts (V)	Does T-stat turn unit on/off at set points? (Enter Yes/No)	If No, was T-stat calibrated or repaired? (Enter Yes/No)	Is T-stat mounted near a heat source or on outside wall? (Enter Yes/No)	If Yes, was customer advised to move heat source away from T-Stat or was T-stat insulated from outside wall? (Enter Yes/No)
1							
2							

STEP 4- AIR FLOW AND TEMPERATURE

Unit No.	Measured Indoor Airflow (CFM)*	Measured Temperature Difference (TD) Across Indoor Coil**	Current CFM per Ton of Cooling	Was airflow adjusted to 350-425 CFM per Ton of Cooling? (Enter Yes/No)	Was the Indoor Coil Cleaned? (Enter Yes/No)	Was the Outdoor Coil Cleaned? (Enter Yes/No)	Was the Filter Replaced? (Enter Yes/No)	Does the condensate drain have P-Traps and is the flow unrestricted? (Enter Yes/No)
1								
2								

* Approved airflow measuring methods are: Static Pressure & Blower Table; Flow Hood; Anemometer (with manufacturer's return grille free area); pressure matching (duct blaster)

** Check TD after 5-10 minutes of cooling run time. If TD across evaporator coil is less than 17°F or greater than 21°F (and airflow is within range), please check refrigerant charge using one of the three methods in STEP 5. **All Heat Pumps must be checked for compressor discharge temperature (during heating mode) when the outdoor temperature is below 55°F**. Otherwise proceed to STEP 5.

STEP 5- REFRIGERANT CHARGE CHECK (REQUIRED IF EVAPORATOR COIL COOLING TD IS LESS THAN 17°F OR GREATER THAN 21°F)

			METHOD 1		METHOD 2		METHOD 3 (Required for Heat Pumps)		
Unit No.	Refrigerant Type	Outdoor Temp.	Measured Super-Heat Temp. (in °F)[1] (before/after)	Mfr. listed Super-Heat Temp. (in °F)	Measured Sub-Cooling Temp. (in °F)[2] (before/after)	Mfr. listed Sub-Cooling (in °F)	Compressor Discharge Temp. (in °F)[3] (before/after)	Discharge Temp minus Outdoor Temp. (in °F)[4] (before/after)	Refrigerant added or removed (Enter "Added" or "Removed")
1									
2									

[1] Recommended for units with fixed orifice metering device (record super-heat temperature before and after any refrigerant charge change)

[2] Recommended for units with Thermal Expansion Valve (record sub-cooling temperature before and after any refrigerant charge change)

[3] Required for Heat Pumps in heating season when outdoor temperature is less than 55°F (record compressor discharge temperature before and after any refrigerant charge change)

[4] Compressor discharge temperature minus the outdoor temperature should be in the 110°F-125°F range

STEP 6- TECHNICIAN'S SIGNATURE

I hereby certify that all HVAC equipment has been serviced by me in accordance with the manufacturer's guidelines, and that all the above information is accurate. I understand that Danville Utilities requires a signed completed copy of this document and all essential supplemental information in order to facilitate processing of customer rebates.

Signature: _____ Date: _____